

# The Department

The Engineering Department provides technical advice and professional services to the City Council regarding existing and planned infrastructures. The professional purpose is to ensure that all infrastructures planned and built within the City meet engineering standards and conform to applicable laws and the Municipal Code. The Engineering Department plans, secures financing, and manages the performance of basic amenities such as City streets, pavements, traffic signals, streetlights, and the City's extensive storm and wastewater system. The Land Development Division provides an array of direct services to the public including the final entitlements of development projects, technical oversight of privately constructed facilities and infrastructure, and the creation of financing system for infrastructure construction and long term maintenance. Through its Traffic Division, the department continually plans, monitors, and manages existing and projected traffic conditions throughout the City. Through its Infrastructure Division, identify current and future deficiencies in our pavements, storm drain system, wastewater disposal system, and our streets. The Engineering Department also provides fiscal management of the City's development impact fee program, community facilities districts, and special assessment district programs.

## The Position



The Deputy Director of Engineering needs to be knowledgeable, and have significant experience in all aspects of administrative services, financial, fiscal services and special districts, transportation services, infrastructure services, and land development services.

We are looking for a key member of our team. Someone who can build trust, establish excellent working relationships, and act as a partner in leading this dynamic organization toward its goals. To be successful in this position, you should be able to effectively manage and interact with engineers by demonstrating energy, credibility, expertise, compassion, drive, and a strong work ethic.

Under the direction of the Director of Engineering, this Senior Management position will plan, organize, and direct the activities of the Engineering Department including Administrative Services, Financial, Fiscal Services, and Special Districts, Open Space Districts, Development Impacts Fees and Infrastructure Services, Land Development, and Transportation Services; to coordinate major engineering activities with other departments; to provide highly complex staff assistance to the Director of Engineering and the City Manager. This position will exercise direct supervision over assigned management, supervisory, professional, technical, and clerical personnel.

### The Deputy Director of Engineering will:

- Organize, direct, and implement a comprehensive engineering performance monitoring program.

- Plan, organize, and direct office activities of major functions in engineering, including Administrative Services, Financial, Fiscal Services, and Special Districts, Open Space Districts, Development Impacts Fees and Infrastructure Services, Land Development, and Transportation Services.
- Develop and implement the divisional work plan to insure the work flow progresses in an efficient and timely manner to meet the goals of the City; review and evaluate work products, methods and procedures; recommend and implement improvements, changes and modifications to work activities and work flow.
- Plan, organize, direct, and participate in budget preparation and administration of division's operating budget, sewer budget and/or Capital Improvement Project (CIP) budget; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies relating to current and long-range engineering and engineering projects; direct and oversee the preparation of cost estimates for budget recommendations; direct and oversee the management of overall available funding from local, state and federal sources as they affect engineering projects; monitor, and control expenditures.
- Plan, organize, and direct the preparation of infrastructure funding program fees to insure adequate funding for development related infrastructure.
- Plan, direct, and organize the administration of the collection of various engineering fees that include the fees for maintenance and operation of the City sewer collection system as well as administering the various agreements with the Metropolitan Sewer System and other Metro agencies.
- Plan, direct and organize the administration of various proceedings for funding the design and construction of public works facilities using State Gas Tax, 1911 and 1913 Act special assessment districts, development impact fees, Proposition "A" Sales Tax, Mello Roos Community Facility Districts, Federal Highway Funds, and Transportation Improvement Project funds.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; maintain discipline and high standards necessary for the efficient and professional operation of the department.

## Qualifications

Education, Experience and Training - Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. Typically, five years of increasingly responsible experience in municipal, financial or technical services, including two years of management responsibility. Experience in a public agency is highly desirable. Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, engineering, planning, or a related field.

## The Selection Process

Candidates whose education, training, and experience best meet the needs of our position will be invited to participate in the selection process.

## How to Apply

Applicants should submit an official City application form along with a resume to:

Human Resources Department  
City of Chula Vista  
276 Fourth Avenue  
Chula Vista, CA 91910

Applicants seeking additional information regarding the City or position should contact the Human Resources Department at (619) 691-5096. Applications may be downloaded via our website: <http://www.chulavista.ca.gov>.

Assigned staff: Irene Mosley, Human Resources Operations Manager, (619) 409-5927, [imosley@ci.chula-vista.ca.us](mailto:imosley@ci.chula-vista.ca.us)

**The final closing date is 5:00 p.m. Friday, June 24, 2005**

## Salary and Benefits (Effective 7/1/05)

**Salary: \$120,000 annually**

<b>Retirement:</b>	The City contributes the employee's full 8% share to the California Public Employees Retirement System (CalPERS). The City provides the <u>3%@60</u> formula. The City does not participate in Social Security.
<b>Flexible Benefit Plan:</b>	This position receives \$10,146 annually, from which medical insurance must be purchased for the employee. The remaining money may then be used to purchase a wide variety of non-taxable benefits or receive taxable cash. (The amount will be pro-rated based on plan year and start date.)
<b>Insurance:</b>	The City provides life and AD&D insurance coverage of \$50,000.
<b>Long Term Disability:</b>	The City pays the total premium for a short and long-term disability Policy.
<b>Vacation &amp; Holiday:</b>	This position receives 15 days of vacation for the 1st - 15th year of service; 20 days for 16 + years of service plus 4 floating holidays and 9 hard holidays.
<b>Sick Leave:</b>	Sick leave is accrued at the rate of one day per month, with the option of a cash payment of 1/4 of the annual accumulation if 4 days or fewer are used during the year. Beginning sick leave and vacation balances are negotiable.
<b>Management Leave:</b>	This Senior Manager position receives 80 hours of Management Leave annually which must be used before the end of the fiscal year. Hours are pro-rated based on date of hire.
<b>Deferred Compensation:</b>	A non-contributory deferred compensation plan is available. In addition, you may choose to participate in the City's 401 (a) plan, which matches 2% of salary.
<b>Flexible Spending Accounts:</b>	Employees may participate in a Health and/or Dependent Care FSA that will allow them to pre-designate money into these accounts on a pre-tax basis.

# The City of Chula Vista

Founded in 1911, Chula Vista is a beautiful coastal community with a population of over 200,000 located seven miles south of downtown San Diego. In Chula Vista, you will find the best California has to offer including a great year-round climate with smog-free air; 2 marinas with easy access to San Diego Bay for sailing, windsurfing, water skiing, and other water sports; nearby beaches and beautiful foothills and back country with bass fishing in Otay Lake; and opportunities for horseback riding, hiking, and camping.

The City of Chula Vista has 42 parks, three regulation golf courses, two municipal swimming pools, 61 tennis courts, and five community centers. There is a fine school system. Excellent shopping facilities and modern housing are available throughout the City. Chula Vista will continue to develop as a community and has exciting plans for the development of the Bayfront. Located in one of the most beautiful areas of the nation, the City of Chula Vista offers an excellent place to live and work. We are also home to the Olympic Training Center

The City of Chula Vista operates under its own charter with a Council-Manager form of government. The Mayor and four Council members are elected at-large for four year overlapping terms. The City has a long history of political and financial stability. Through careful financial management, the City has built up substantial budget reserves.

The City has over 1160 full-time employees and an operating budget of approximately \$122.8 million allocated to the following departments:

City Attorney • Finance • C V Nature Center • City Clerk • Fire• Planning & Building • City Manager • Human Resources • Police • General Services • Conservation & Environmental Services • Community Development • Library • Public Works • Management & Information Services • Recreation

The City of Chula Vista is an Affirmative Action, Equal Opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, age, or disability in employment or in the provision of service.

## SMOKING POLICY

The City of Chula Vista has a smoking policy that prohibits smoking in all City buildings and vehicles.

## PRE-PLACEMENT PHYSICAL

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

## AMERICANS WITH DISABILITIES ACT (ADA)

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation, contact the Human Resources Department.

## EMPLOYMENT ELIGIBILITY VERIFICATION

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract and they may be modified or revoked without notice.



276 4th Avenue  
Chula Vista, CA 91910



*Is seeking a*

***Deputy Director  
of Engineering***

**RECRUITMENT NUMBER: 05-154**

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**FILING DEADLINE: Friday, June 24, 2005, 5 p.m.**